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Central Intelligence Agency



Washington, D.C. 20505

Executive Registry

85- 2841/1

16 August 1985

Ms. Jane A. Kenny  
Director, Executive Secretariat  
Office of the Administrator  
General Services Administration  
Washington, D.C. 20405

Dear Ms. Kenny,

Thank you for your letter of 12 August. I appreciate the introduction and the information regarding other contact points in your office.

Let me provide you with some comparable information. My Deputy is [redacted] The phone numbers for the Executive Secretariat are [redacted] Additionally, arrangements for courier service can be made by contacting the Executive Registry, Room 7E12, CIA Headquarters Building, on [redacted]

If I can be of any help at all, please do not hesitate to call.

[redacted]

Executive Secretary

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General Office  
Services of the  
Administration Administrator Washington, DC 20405

65- 2841



August 12, 1985

Dear 

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As the new Director of the Executive Secretariat at the General Services Administration (GSA), I would like to take this opportunity to introduce myself to you.

I look forward to working with you in the future and hope you will not hesitate to contact my office whenever we can be of assistance. In this regard, if you have any questions regarding correspondence concerning Administrator Terence C. Golden or Deputy Administrator Paul K. Trause, please call me directly at 523-1522. In my absence, Kathy Dendor will assist you. Her number is 523-4191.

If you have any correspondence to be hand carried to the GSA Administrator or Deputy Administrator, it should be delivered to room 6128. The messenger should come in the center entrance of the GSA building at 18th and F Streets, N.W. Our office hours are 8:00 - 4:30; however someone is usually here until 6:30 p.m.

I hope this information is helpful, and please let me know if my office can be of any other assistance.

Sincerely,

A handwritten signature in cursive script that reads "Jane A. Kenny".

Jane A. Kenny

Executive Secretary  
Central Intelligence Agency  
Washington, D.C. 20505

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